



# MANDERA COUNTY GOVERNMENT

## COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA



16<sup>th</sup> December, 2022

### VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit qualified persons to fill the following vacant positions in the Office of the Governor, Mandera County Government

#### 1. Deputy County Secretary, JG 'S' TWO (2) POSTS

REF: MCPSB/OOG/2022/12/01

**Terms of service – Contractual terms of service (3) years**

##### **Duties and responsibilities**

- Help in General efficiency of the County Public Service;
- Assist in Planning and coordination of meetings;
- Assist in the coordination of the activities of County Public Service;
- Assist in liaison activities between the County Secretary's office and other County Departments;
- Assist in taking minutes of the County Executive Committee Members meetings
- Assist in coordination and management of the County affairs;
- Any other duties assigned by immediate supervisor

##### **Requirements for appointment**

- Be a Kenyan Citizen;
- Bachelor's degree from recognized university
- A Master's degree in a relevant field will be an added advantage;
- Have knowledge and experience of eight (8) years, three years in leadership or senior management position from private or public sector
- Demonstrate a high degree of professional or technical competence as reflected in work performance and results;
- Have thorough understanding of devolution, the County development objectives and vision 2030;
- Be a strategic thinker and result oriented;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

## **2. Deputy Head of Efficiency Monitoring Unit, JG “S” ONE (1) POST**

**REF: MCPSB/OOG/2022/12/02**

**Terms of service –Contractual terms of (3) years**

### **Duties and Responsibilities**

- Deputize the Head of the unit in monitoring and implementation of Government policies and programmes with a view to advising the Government on any challenges and recommending remedial measures;
- Reviewing existing management systems of public sector organizations with a view to improving their effectiveness and efficiency; Monitoring working environment in the public sector and the conditions of public offices with a view to making appropriate recommendations for improvement;
- Helps in Recommending to the County Government on implementation and monitoring of the national performance management system which will facilitate citizen participation in the evaluation of the performance of county government; and public sharing of performance progress report;
- Promote management accountability in the Public Service and assessing implementation of Government policies, programmes and proposing appropriate recommendations;
- Participate in Civic education and offer timely data to make appropriate decisions in area of deployment;
- Providing strategic policy direction for effective service delivery;
- Establish and maintain strong working relationships with development partners and other government departments.

### **Requirements for Appointment**

- Be a Kenyan citizen;
- Bachelor’s Degree from a recognized institution;
- Have knowledge and experience of eight (8) years, three years in leadership or senior management position from private or public sector
- Have experience, and credibility to operate at a senior level in a government operating environment., excellent political judgement and discretion is essential;
- Have a highly developed analytical skills that can be deployed in a range of contexts;
- Have a proven track record of delivery whether policy, operational or functional;
- Ability to work in the face of a range of competing views and priorities, possessing of negotiation skills;
- Good communicator and resource mobiliser;
- Good in drafting of proposals and presentational skills;

- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.

### **3. Deputy Head of Delivery Unit– JG, “S” ONE (1) POST**

**REF: MCPSB/OOG/2022/12/03**

**Terms of service – Contractual terms of three (3) years**

#### **Duties and Responsibilities**

- Deputize the Head of the unit in monitoring and analyzing the implementation of Government Projects and programmes with a view to advising the Government on any challenges and recommending remedial measures;
- Reviewing existing implementation systems of public sector projects with a view to improving their effectiveness and efficiency with a view to making appropriate recommendations for improvement;
- Promote management accountability in the Public Service and assessing implementation of Government projects, programmes and proposing appropriate recommendations;
- Providing strategic policy direction for effective service delivery in area of deployment;
- Ensure that government policies and projects are implemented within given time frame and expected quality (value for money spent);
- Establish and maintain strong working relationships with development partners and other government departments.

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Bachelor degree from recognized university
- Have knowledge and experience of eight (8) years, three years in leadership or senior management position from private or public sector
- Have experience, and credibility to operate at a senior level in a government operating environment., delivery experience, excellent political judgement and discretion is essential;
- Have a highly developed analytical skills that can be deployed in a range of contexts.
- Have a proven track record of delivery of projects. Familiarity with portfolio management approaches would be valuable;
- Ability to deliver a challenging and complex agenda - particularly in supporting projects which need to turnaround; to deliver a step-change in performance; or handling agendas that are diffuse or ill-defined.

- Ability to work in the face of a range of competing views and priorities, possessing highly-developed communication and negotiation skills with stakeholder in order to facilitate issue resolution and unblock issues delaying implementation;
- Assess progress against project delivery plans, highlighting key risks to delivery, proposing mitigation measures and escalating to decision-makers where appropriate;
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.

### **HOW TO APPLY**

Interested applicant should fill in Mandera County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mandera County Website [www.mandera.go.ke](http://www.mandera.go.ke) or obtained from Mandera County Public Service Board office.

No online application will be accepted. Mandera County Public Service Board is an equal opportunity employer and corruption free entity.

Incomplete application form will not be accepted and giving false information in the application form will lead to automatic disqualification.

The Board will not accept any other form of application except Mandera County Government employments application form.

Applications should reach the County Public Service Board on or before **30<sup>th</sup> December, 2022 at 4.30pm.**

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:

The Secretary,

Mandera County Public Service Board,

P.O. Box 356-70300, Mandera